

COMPARISON OF PERSONNEL POLICY PROVISIONS
APPROVED BY THE BOARD OF SUPERVISORS
1998 POLICY v. 2009 UPDATED POLICY

*Hopefully the following information will help dispel lingering rumors and misperceptions
regarding the contents of the County's updated personnel policy.
If any citizen has questions, please contact the County Administrator*

Item/Description	1998 Personnel Policy	2009 Updated Personnel Policy
General day-to-day supervision of county department heads and employees	<u>County Administrator</u> (p.1) and <u>department heads</u> (p.5, 22, 27, 31, 33)	<u>County Administrator</u> (§1-6) and <u>department heads</u> (See §4, 5, 6, 7 where various supervisory responsibilities are assigned to department heads/supervisors). See also Va. Code §15.2-1541(3)
Designation of Personnel Officer/Director	<u>County Administrator</u> (p.5, 10)	<u>County Administrator</u> (§1-6), with delegation of certain payroll and benefits administration transactions to Financial Officer. See also Va. Code §15.2-1541(3) and (7); 15.2-1537
Annual Approval of Pay Plan, as part of Budget Process (establishment of annual salary for each full-time position authorized by the BOS, according to a graded scale)	(p.13) <u>Board of Supervisors</u> , based on County Administrator's findings and recommendations)	<u>Board of Supervisors</u> (§4-2, 4-3.2) <i>subject to Va. Code 15.2-415 and 15.2-1506, which require a compensation schedule that provides uniform compensation for like service</i>). The Board of Supervisors must authorize each full-time position, and a specific salary for that position, each year. The County Administrator may change the <i>grade</i> of a position on the salary scale, but may not approve a salary in excess of what the Board has established for the position.
Determination of Initial Salary (Grade and Step) for a New Employee (based on the annual BOS-approved salary for that position)	<u>County Administrator</u> (p.10)	<u>County Administrator</u> (§4-4.1)
Establishment of "Rates of Pay" (i.e., translation of each annual salary into a per-hour rate, to be used for FLSA and other administrative calculations)	Rates of Pay are described (and required, p. 12) and formulas provided, but <u>no responsibility was assigned</u> for actually calculating the rates for individual positions	<u>County Administrator</u> (§4-2.2)
Automatic Annual Pay Increase (One Step, subject to satisfactory evaluation)	<u>Authorized</u> (p.10) (note: prior to 2007, employee evaluations were not being conducted)	<u>No automatic step increases</u> —all compensation must be approved annually in the Pay Plan by the Board as part of the budget process (§4-2.1.1.2)
Longevity Pay, after reaching maximum step in pay grade	Authorized (p.10) (subject to approval by County Administrator)	Authorized (§4-8, procedures establish when an employee will qualify)
Determination of Pay upon Promotion or Demotion, subject to limitations set forth in policy	<u>County Administrator</u> (p.11)	<u>County Administrator</u> (§4-5)
Establishment of FLSA status ("exempt" or "Non-exempt" from overtime pay requirements, based on FLSA regulations and definitions)	<u>County Administrator</u> (p.12)	<u>County Administrator</u> (§1-6.1, §4-9.1)
Oversight of compliance with FLSA Overtime Laws and Regulations	<u>County Administrator</u> assigned to establish overtime policies for each department (p.12)	Overtime policy established by written procedures, applicable across all County departments according to FLSA laws (§4-9). <u>County Administrator</u> oversees compliance with policy (§1-6)
Provisions for earning "annual leave", at rates based on years of service	Authorized (p.22)	Authorized (§4-20.3)

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Cap on maximum amount of annual leave that may be accumulated from one year to the next	None.	<u>Established</u> , §4-20 (cap on accumulation 640 hours; cap on maximum hours compensated upon separation 240)
Extended Leave Pool using time donated by employees	None	<u>Established</u> , §4-20.12

Inclement Weather Policy (Relating to Hours of Work)	None	§5-4
Equal Opportunity Policy Statement	(p.2)	(§3-1)
Procedures for Classification of Job Positions, based on common knowledge, skills and abilities requirements	None	§2. <u>(a Classification Plan is required by state law, Va. Code 15.2-1506)</u>
Procedures for Hiring and Appointment of New Employees	None	Procedures set forth in §3; <u>per Va. Code 15.2-1541(7) County Administrator</u> is assigned responsibility for appointment of officers and employees to BOS-authorized positions, after following hiring procedures
Performance Evaluation Policy	Authorized (p.33) but not implemented prior to 2007	Authorized (§7) and <u>implemented in practice by County Administrator and department heads since 2007</u>
Process for termination of employment and Grievance Procedures, consistent with state law	Procedures established (pp. 39, 40, 45-55) were inconsistent with requirements of Va. Code	<u>Updated Procedures established (§8) to comply with Va. Code 15.2-1507</u>
Adherence to Commonwealth-of-Virginia schedule of legal holidays	<u>Authorized</u> (p.21, with reference to old Va. Code 2.1-21, now 2.2-3300)	<u>Same</u> , See §4-20.7.1
Layoff Procedures	None	Established §3-13.4
Volunteer Fire and Rescue Squad Policy	Employees may respond to calls during business hours provided their absence does not interfere with County operations (p.30)	See §4-20.5.2
Employee Conflicts of Interests Provisions	Limited (p.42), essentially none	Updated, §6-3
Limitation on Political Activities in the Workplace	Limited (p.42), essentially none	Updated, §6-7-2
Policy on Use of County Information Systems	None	§6-4. Updates required, to comply with federal Hatch Act and Va. Code 15.2-1512.2
Policy on Privacy of Information	None	§6-5
Employee Discipline Procedures	Limited (p.39)	Updated, §6-9
Rules of Conduct	(pp.35-38)	Updated, §6